

**380.90****Recordkeeping Requirements for Breastfeeding Peer Counseling Programs****Overview**


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**Introduction** Peer counselors and peer counselor coordinators are required to keep accurate records of client contacts and peer counselor activities.

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**Policy** Peer Counselor Contact Logs and Activity Reports need to be actively completed by the breastfeeding peer counselor and reviewed by the peer counselor coordinator.

The Activity Report needs to be completed by the peer counselor coordinator and uploaded to IowaGrants.gov.

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**Summary table** The table below provides an overview of documents and their intended use.

Document	Peer Counselor	Peer Counselor Coordinator
Peer Counselor Contact Log (See form in policy 380.90a.)	Maintain record of contacts until client exits the peer counseling program.	<ul style="list-style-type: none"> <li>• Determine breastfeeding duration rates.</li> <li>• Evaluate whether minimum contact schedule was completed.</li> <li>• Ensure appropriate referrals are being made by breastfeeding peer counselors.</li> </ul>
Peer Counselor Activity Report (Developed by the individual WIC agency. Needs to be approved by the State Peer Counselor Manager.)	Maintain record of time spent completing peer counselor duties.	<ul style="list-style-type: none"> <li>• Routine review weekly or monthly activity report.</li> <li>• Monitor Peer counselor contacts to see that they are done in a timely manner.</li> </ul>
Quarterly Activity Report (See form in policy 380.90a.)	Not applicable.	<ul style="list-style-type: none"> <li>• Complete and upload to IowaGrants.gov by the 30<sup>th</sup> of the following month.</li> </ul>

Note: Breastfeeding Peer Counseling reporting documents must be retained as specified in Policy 300.30.

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